

ADM-2.4

DD/S&T 494-87

28 FEB 1967

MEMORANDUM FOR: Director of Computer Services
Director of ELINT
Director of Research and Development
Director of Scientific Intelligence
Director of Special Activities
Director of Special Projects
Director of Foreign Missile and
Space Analysis Center

SUBJECT : Status of Funds, FY 1967

1. Each Office should make a prompt review of its funding requirements for the balance of the fiscal year. Estimates of any urgent requirements not covered by the present budget allocation of your Office should be submitted to the DD/S&T Comptroller by 1 April (see paragraph 3c below). These requirements will be reviewed by the Acting DD/S&T with a view toward preparation of a Directorate request to the Office of Planning, Programming and Budgeting for release of year-end funds.

2. Because of the President's policy which deferred certain procurement and contracting actions this fiscal year, Offices may not have had the opportunity to proceed as originally scheduled with their proposals; however, in order to comply with an Office of Logistics 1 May deadline on receipt of requisitions and contracts designed to provide them leadtime to place contracts by the end of the fiscal year, and to enable this Office to review - on a Directorate basis - all unobligated contract funds with respect to unfunded requirements, we have no alternative but to require the submission of all contract proposals no later than 1 April.

3. Accordingly, each Office should submit the following by 1 April:

DD/S&T
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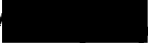

a. The unobligated balance of contract funds as of 1 April — proposals will not be considered obligated for this purpose unless they have been logged in to the O/DD/S&T Registry.

b. A list (not to exceed unobligated balance) of all proposals which you plan to let during the 1 April-1 May time-frame. Indicate for each the estimated date of submission to DD/S&T.

c. A listing of urgent unfunded requirements. Provide a clear justification of why FY 1967 funding is necessary. Specify whether the proposal is a "new" item and if it was included in the FY 1968 budget. Supply a clear explanation for each proposal indicating the date the proposal can be submitted for approval if funding is provided.


Executive Officer
Directorate of
Science and Technology

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